



**LANDGATE**

**JOB APPLICATION PACKAGE**

WESTERN AUSTRALIA LAND INFORMATION AUTHORITY



## About Landgate

Landgate is the Agency responsible for Western Australia's land and property information.

As an Authority, Landgate maintains the State's official register of land ownership and survey information and is responsible for valuing the State's land and property for government interest.

Our core business is land and property information. Geospatial data is gathered from ground surveys, aerial photographs and satellite imagery. This information is used to produce a wide range of digital and hard copy products and services.

Landgate is in the process of developing a common platform to provide increased access to government land and property information and is investigating ways to partner with sections of industry and government to provide better quality and more accessible land and property information.

Landgate staff endeavours to deliver a quality service to all Western Australian and international customers.

## Benefits of working with Landgate

We're proud to be an Equal Opportunity Employer who actively encourages Indigenous Australians, young people, people with disabilities and people from culturally diverse backgrounds to apply.

To help us keep a diverse workforce, we strive to create an environment that enables our people to balance the demands of their job, family and other commitments such as study or community work with the need to maintain a healthy lifestyle. We pride ourselves on being an employer of choice and can offer you the following benefits:

### Work-life balance

We have taken a lead role in providing a healthy work-life balance for all our team. Some options include -

- Working any time, as long as operational requirements can be met. In consultation with your manager, you can **vary your working hours**, attendance patterns and working arrangements to best balance your work and personal commitments.
- **Work from home** arrangements where appropriate.
- Permanent **part time arrangements** are also available in most work areas.
- The provision of a **family room** when you need to care for immediate family or dependents in an emergency.

### Flexible leave options

To help you balance your work and lifestyle you are entitled to -

- four weeks of annual leave per year with **17.5% leave loading**.
- **purchase more additional annual leave**, up to 10 weeks.
- **13 weeks long service leave every 7 years** of continuous service.
- **personal leave** which provides you with **flexible**, full pay leave for a variety of personal purposes such as sick leave and carer's leave.
- **parental leave, including 14 weeks paid leave**, with options on how and when you return to work.
- leave for **cultural and ceremonial events** that may be taken from accrued leave entitlements.



## Salary packaging

Salary packaging allows you to use direct pre-tax income towards benefits such as car leases, superannuation or laptop computers and reduces the amount of tax you pay, giving you increased disposable income.

## Growth and learning opportunities

At Landgate, we have a strong commitment to provide growth and learning opportunities for all our team that will help you take greater control of your future. At Landgate you can take advantage of the following opportunities -

- **Expressions of interests and acting prospects** allowing you to broaden your work experience through on-the-job training in different types of jobs throughout the agency
- **Study leave** is available with up to 5 hours paid leave per week to attend classes during working hours
- Landgate's **leadership program** aims to help guide the agency by identifying and developing the leadership skills of Landgate's middle and senior leaders of tomorrow
- Landgate's graduate program is run annually and rotates graduates through the organisation to gain a variety of experience as well as providing intensive training and career development opportunities.
- External **training courses and seminars** to enable you to improve your skills and expertise.

## Sense of community

At Landgate, we have a strong commitment towards community and promote and support our team members to take an active involvement in the local and wider community. We -

- encourage you to become part of our **School Community Industry Link Program**. Volunteers in the program are involved in activities such as reading programs in local schools.
- support a variety of **community efforts, charity days** and events throughout the year
- have a **workplace giving program** that allows you to donate to your favourite charity from your pre-tax salary using direct debit
- encourage you to become a **blood donor** and be paid up to 2 hours
- will pay you up to **one day per year** to undertake **voluntary work**
- also provide **leave for volunteers** of the State Emergency Service, Bush Fire Brigades and Defence Force Reserves.

## Wellness program

At Landgate we know it is important to nurture your general wellbeing. All Landgate staff are invited to participate in a mix of fun and interesting work and lifestyle events and activities, such as massages, heart health checks and hearing checks. Workshops have also been held that deal with various topics such as natural therapy and stress management.

Additionally, as part of our employee assistance program you and your immediate family will be eligible for a free, independent, confidential and professional counseling service.

## Innovation Program

In many ways Landgate is a world leader in what it does. To maintain this momentum, Landgate is committed to investing in innovation. A program has been established to promote innovation with opportunities for all staff to be involved. As part of this program, an online forum has been created whereby staff can discuss innovative solutions to problems and new ideas for Landgate as a business. Staff are rewarded for their ideas and can be given the funding and support to realise their innovative dreams.

## Social club

Our newly incorporated social club will be able to offer you a wide range of events and services.

## Our values

Landgate has put a lot of effort into developing our Code of Conduct. Our Code of Conduct identifies the values Landgate considers most important in the way we carry out our business.

Our values are -

- **Community** Showing respect and taking responsibility in all actions and interactions.
- **Excellence** in everything we do and excellent people to do it.
- **Creativity** in what we do and how we do it.
- **Growth and learning** Growing our business and our people.
- **Celebration** and recognition of our staff, what we do and how we do it.
- **Sustainability** Contributing to a sustainable environment and providing a sustaining environment for our people.

## Selection process

The recruitment and selection process for each position is unique, we may consider our business needs including the need to increase workforce diversity within Landgate when making the final decision about who to appoint to the job, however the following steps are a general guideline of what you may expect when applying for a position within Landgate;

### Step 1 – Submit your application on time

Now that you have considered what we are looking for and what we can offer you, your application will give us a chance to see what you can offer us against the work related requirements (selection consideration) listed in either the Job Description Form or the Role Statement. As we are really keen to select the most suitable applicant for the position we will not be tardy. To increase the efficiency of our recruitment processes all applications are received via an online application process. Be sure to read the instructions carefully upon clicking the 'apply for job' button on the advertisement.

### Step 2 – You made the shortlist

If you have been successful in making the shortlist, we will contact you for an interview within two weeks of the application closing date.

If you were not successful this time, do not despair. At the end of our selection process you may contact Landgate for constructive feedback. This feedback may prove helpful in securing a position with us in the future.

### Step 3 – The interview

Face to face interviews are usually conducted with the person who would likely become your direct supervisor, one other person who knows the job and in some cases a third independent person also forms part of the selection panel.

When we contact you about the interview you may ask how many people will be on the selection panel and who those people are.



The interview is a chance for us all to meet and consider each other in a relaxing and non-threatening environment. We are likely to ask you a few questions that are related to the work related requirements. These questions are likely to be behavioural based describing certain situations and requiring you to describe what you have done and the outcomes you have achieved in this type of scenario in the past.

Where it is relevant to the job you are applying for, you may be asked to bring work samples and/or give a presentation, and in some cases the initial screening may take place over the phone. Notably, any variation of this kind will either be clearly displayed on the job advertisement or you will be advised by phone or in writing.

#### **Step 4 – Referee checks**

Before appointing candidates we check with referees who have previously worked with you about your ability to do the job. Where it is appropriate the job advertisement may request that you nominate a specific type of referee such as a colleague, customer or subordinate.

#### **Step 5 – Decision time...**

Finally, we gather all the evidence we have collected throughout the entire process from beginning to end, and determine the candidates who have proven to meet the selection consideration. Where there is more than one suitable applicant we will assess the individuals against the work related requirements as well as the business and diversity needs of our agency.

So although you may feel you did not do as well in your interview, it does not necessarily mean you won't have a chance.

We will notify all applicants in writing, including those applicants who did not get shortlisted, of our final decision normally within one week of the interviews finishing.

#### **Step 6 – I got the job!**

Congratulations! You have been selected as a Landgate team member. Welcome to an exciting new workplace that will provide you with a healthy balance between work and lifestyle.

#### **Step 7 – Feedback...**

If you were not successful this time, you can telephone the contact person nominated in your letter for constructive feedback. This information may be valuable to you for your future job opportunities

### **Application checklist**

Before sending your application check you have included -

- A covering letter .
- Response to questions (depending on application process).
- A comprehensive resume/curriculum vitae .
- Photocopies of any relevant qualifications





[www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

